

## EMAIL AND DATA BACKUP


### 1.0 Create an archive of your data

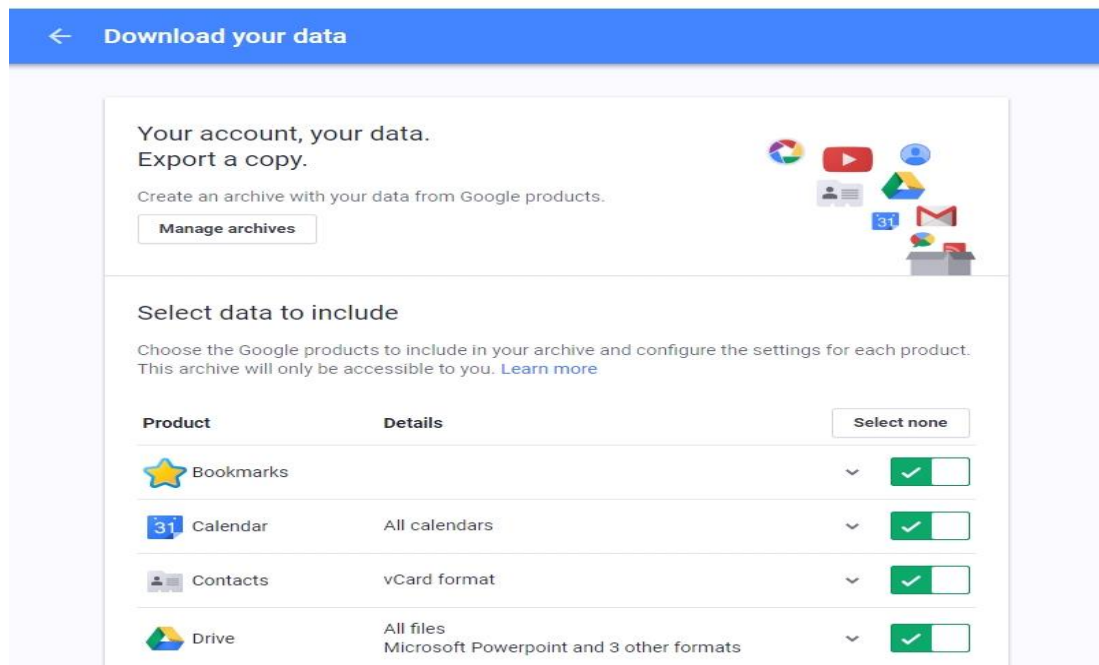
Please visit the following url : <https://support.google.com/accounts/answer/3024190?hl=en>

First, choose which products to include:









1. Visit the [Download your data](#) page.

#### Login your student email account

2. Choose which Google products to include in your download. To see more details and options for a product, select the Down arrow  .



The screenshot shows the 'Download your data' page. At the top, there is a blue header with a back arrow and the text 'Download your data'. Below this, the main content area has the heading 'Your account, your data. Export a copy.' and a sub-heading 'Create an archive with your data from Google products.' with a 'Manage archives' button. The 'Select data to include' section is highlighted, showing a table of products to be included in the archive. The table has columns for 'Product', 'Details', and a 'Select none' button. The products listed are Bookmarks, Calendar, Contacts, and Drive, each with a dropdown arrow and a checked checkbox.

Product	Details	Select none
 Bookmarks		 <input checked="" type="checkbox"/>
 Calendar	All calendars	 <input checked="" type="checkbox"/>
 Contacts	vCard format	 <input checked="" type="checkbox"/>
 Drive	All files Microsoft Powerpoint and 3 other formats	 <input checked="" type="checkbox"/>

3. Select **Next**.

<input checked="" type="checkbox"/> Tasks	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> YouTube	All data types OPML (RSS) format	<input checked="" type="checkbox"/>
<b>Next</b>		
Customize archive format		

#### 4. Choose your archive's "File type, Archive size and Delivery method"

### Customize archive format

Choose your archive's file type and whether you want to download it or save it in the cloud.

**File type**

Zip files can be opened on almost any computer.

**Archive size (max)**

Archives larger than this size will be split into multiple files.

**Delivery method**

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

**Create archive**

## 2.0 Export a copy.

1. Login your student email account.
2. Open new tab of your browser and visit <https://takeout.google.com/settings/takeout>
3. Click select none in first place and select the apps data you need to download.
4. Click “next” button on the bottom.
5. Click “create archive” button in pop-up page.
6. Waiting for zip file (Time depending on your data file size).
7. Click “download” button once zip file create completed.
8. Login password student email for verification.
9. Download direct to your devices.

Reference: [Google Account Help](#)